



## **SEAS**

Scholar Enrollment and Affirmation System

**User Guide**

**GPA Instructions**

Updated: January 2015

## DOWNLOAD DATA: GPA UPDATE (FOR SENIORS ONLY)

1. Click on "Download Data" in the left column.
2. Click on the suitcase icon "GPA Update".
3. Select the appropriate cohort year from the drop down box.

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**Note :** If you want to report any technical problem encountered with the SEAS application [click here.](#)

**Scholar GPA Update**

Site: Ft. Wayne/Northeastern Indiana Scholars Support Program

School: BELLMONT SENIOR H

Cohort Year: 2013

There are two separate methods available for updating the scholar GPA information. First would require the download of a Comma-Separated-Value (CSV) document that could be systematically updated and resubmitted for automatic updates of the GPA data. The second method would require the manual update of each scholar using the online interface provided.

Choose GPA Update Method: ☐ Systematic Update ☒ Manual Update

4. Select "Manual Update"
5. Click on the magnifying glass next to "Manual Update".
6. A list will appear.

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Choose GPA Update Method: ☐ Systematic Update ☒ Manual Update

The scholar information for the selected school and cohort year is displayed in groups of 10 in the grid below. Enter the scholars current GPA normalized to a 4.0 scale. All GPA values greater than 4.0 will be rejected. Click the Save icon when the current group of scholar GPA values have been added to save the data to the system. Additional scholar data can be retrieved by clicking the 'Next' link at the bottom of the grid.


SSN	First Name	Middle Initial	Last Name	Current GPA	Entered/Updated By	Entered/Updated Date	Updated GPA	Update
	DYLAN	M						Update
	DEREK	A						Update
	JOSE	E						Update
	TESSA	R						Update
	BRANDON	J						Update
	SYDNEY	J						Update
	AUSTIN	M						Update
	STONE	O						Update
	ASHLEY	N						Update

Generate Mail

7. You will have two options to update student GPAs:
  - a. **Option 1** - Update the entire list:
    - i. Input the cumulative GPA for each student in the field to the right of their name (labeled updated GPA). **No lines can be left blank.**
    - ii. To save and update all GPA's, click on the icon at the bottom of the list.

	JOSE								Update
	AARON	J							Update
	ZACHARY	A							Update
	ZACHARY	A							Update
	Justin	M							Update
	JESSICA	N							Update
	VICTORIA	A							Update
	FELICIA	A							Update

b. **Option 2** – Update GPA for an individual student:

- Input the cumulative GPA for the selected student in the field titled “Updated GPA”.
- Once GPA has been entered, click “Update” next to that student’s GPA.
- DO NOT** click the “Save”  icon if you choose this option

If group of scholar GPA values have been added to save the data to the system. Additional scholar data can be retrieved by clicking the next link at the bottom of the grid.

First Name	Middle Initial	Last Name	Current GPA	Entered/Updated By	Entered/Updated Date	Updated GPA	Update
TESSA	N		2	charles	3/13/2012 11:55:16 AM		Update
BLAKE	R		3	SeFaurote	3/5/2012 10:21:58 AM		Update
NATHAN	W						Update
BENJAMIN	J		3	SeFaurote	3/5/2012 10:22:15 AM		Update
LAURELEI	R						Update
KIERSTEN	A		2	SeFaurote	3/5/2012 10:22:27 AM		Update
JUSTIN	D						Update
ALISSA	L		3	SeFaurote	3/5/2012 10:46:26 AM		Update
GUNNAR			3	SeFaurote	3/5/2012 10:46:37 AM		Update
ABIGAIL	Y		3	charles	3/13/2012 12:14:52 PM		Update
ALISSA			1	FNIA	3/16/2012 4:25:47 PM		Update
MARIAH	A		3	SeFaurote	3/5/2012 10:47:02 AM		Update
BRITTANY	N						Update
NICHOLAS	N		2	SeFaurote	3/5/2012 10:47:11 AM		Update
MEGAN			3	SeFaurote	3/5/2012 10:47:20 AM		Update
AMBER			3	SeFaurote	3/5/2012 10:47:26 AM		Update
JACOB	G		2	charles	3/13/2012 12:08:50 PM		Update
KAYLA	D						Update
ANDREA	M		3	SeFaurote	3/5/2012 10:47:43 AM		Update
AMBER	N		2	charles	3/6/2012 2:49:36 PM		Update
TIFANI	L						Update
CHENGOVI	M			SeFaurote	3/5/2012 10:48:03 AM		Update